

# JOB DESCRIPTION

**POST: Head of Student Opportunities**

**REF: TBC**

**DEPARTMENT: London Campus**

**GRADE: 8**

**REPORTING TO: Dean of London Campus**

**SUPERVISORY RESPONSIBILITY: Careers Department**

# JOB PURPOSE:

Based at our East London campus, the role-holder will foster, establish and manage external partnerships and other forms of collaboration with companies and other external partners, for the development of student employment and development opportunities.

Working in collaboration with colleagues in York from our Careers, Placements and Student Opportunities, the post-holder will work to raise the profile of the University, secure and develop credible placement partnership opportunities, identify local and regional skills needs and act as a broker between businesses and other organisations and the University.

# DUTIES AND RESPONSIBILITIES:

## Strategic Leadership & Team Management:

* Lead, manage, and inspire the London Careers team, ensuring the delivery of distinctive, high-quality career services at the London Campus.
* Drive a culture of excellence by establishing clear objectives, fostering collaboration, and promoting professional development within the team.

## Programme Development & Best Practices:

* Lead the design, implementation, and continuous improvement of the Year in Professional Experience, with a focus on placements, ensuring it adheres to best practices and aligns with student career goals and industry trends.
* Strategically enhance the programme to increase student participation and success rates, ensuring placements deliver meaningful and relevant work experience.

## Employer & Stakeholder Engagement:

* Build and cultivate a robust network of employer and stakeholder partnerships to expand organisational capacity, enabling the creation of work-based learning opportunities and enhancing graduate employability outcomes.
* Collaborate with industry leaders to promote a wide range of placement opportunities, ensuring alignment with student aspirations and market demands.

## Data Management & Reporting:

* Oversee the accurate collection, management, and timely reporting of placement data, ensuring compliance with Home Office regulations, including changes in student placement status.
* Develop efficient data collection systems to monitor the success of placement programmes and provide strategic insights for continuous improvement.

## Digital Tools & Learning Platforms:

* Lead the expansion and optimisation of online career development platforms, such as GraduateFirst, Handshake, and Student Circus, ensuring they are accessible and beneficial to students.
* Continuously evaluate and incorporate new digital tools that enhance student employability and provide up-to-date resources for career development.

## Curriculum Integration & Academic Collaboration:

* Collaborate with academic departments to integrate Work-Related Experiential Learning (WREL) into the curriculum, embedding employability skills and real-world learning experiences within academic programmes.
* Act as a liaison between academic and careers teams, ensuring that employability is a key focus across all programmes and levels of study.

## Workshops & Targeted Career Support:

* Lead the design and delivery of employability enhancement workshops, specifically tailored for master’s level and international students, to address their unique challenges and support career success.
* Develop a suite of support materials and resources to further enhance employability skills and career readiness across all student demographics.

## University-Industry Partnerships & Sponsorships:

* Position the University as a trusted and credible partner for businesses, fostering collaborations that enhance student employability and institutional reputation.
* Lead initiatives to secure external support, such as student prizes, travel bursaries, fee scholarships, and course sponsorships, strengthening relationships with key stakeholders and creating additional opportunities for students.

## Marketing & External Communications:

* Lead the creation and execution of impactful marketing and communication strategies to promote the University’s career services and placement opportunities to external partners, employers, and industry stakeholders.
* Ensure the University’s employability services are effectively positioned as industry-leading, with clear messaging targeted at prospective employers and collaborators.

## Event Management & Industry Engagement:

* Lead the planning, delivery and evaluation of career and employability events, including part- time job fairs, employer engagement sessions, and industry speaker events, ensuring maximum student participation and industry engagement.
* Develop innovative, high-impact event formats that connect students with employers, create networking opportunities, and showcase student talent.

## Performance Monitoring & Quality Assurance:

* Develop and maintain robust performance monitoring systems to track key performance indicators (KPIs), ensuring the Careers Service meets its objectives and continuously improves its offerings as well achieve strong results in relevant student surveys (i.e., International Student Barometer and Postgraduate Taught Experience Survey).
* Work closely with relevant colleagues to develop a mechanism for tracking and assessing the destination of our graduates to develop and sound understanding and awareness of their outcomes.
* Lead on quality assurance processes, regularly reviewing services to ensure they meet both student and employer expectations and adapt to evolving industry needs.

## Student Support & Career Guidance:

* Provide ongoing, tailored support to students before, during, and after their Professional Experience, ensuring they are fully prepared for their placements and can maximize the value of their experience.
* Serve as a mentor and guide, supporting students in their career journeys by offering advice, feedback, and resources that help them transition into the workforce.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Head of Student Opportunities

**SCHOOL / DEPARTMENT:** London Campus

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

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| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Qualified to Masters level in a business, social science or design related area. | Desirable | Application  |

## Knowledge & Experience

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Experience of developing, delivering and managing Masters level modules relevant to industry experience/ professional work placement. | Essential | Application/Interview |
| Experience of developing strong and successful relationships between the university sector and external organisations – such as businesses, charities, funding organisations etc. | Essential | Application/Interview |
| Experience of securing external support of university initiatives, such as in the form of student placements, student prizes, travel bursaries, student scholarships and institutional sponsorship. | Essential | Application/Interview |
| A track record of implementing strategic plans and of working to strategic goals within the provision of careers, development and employability. | Essential | Application/Interview |
| Experience of delivering master's level employability and support programmes. | Desirable | Application |
| Experience of developing contact database platforms for the management of external placement / Institutional relationships. | Desirable | Application/Interview |

## Skills & Attributes

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Able to create a vision for the team and explain how it fits in with the overall strategic vision of the University. | Essential  | Application / Interview  |
| Personal commitment to equality and an understanding of what this means in practice.  | Essential  | Application / Interview  |
| Ability to work effectively under pressure within tight deadlines and to meet targets. | Essential  | Application / Interview  |
| Ability to build and maintain positive working relationships and networks to create opportunities in the form of internships, placements, graduate jobs and mentorships for students. | Essential  | Application / Interview  |
| Experience of working with international students | Essential  | Application / Interview  |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

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| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |